

Steps to Preparing Active Contract Form FHWA 1391

Active Contract-Only the employees who worked the last full week of July on each project. A Form FHWA 1391 must be submitted for each of the contracts listed on the letter.

1) Review to the letter to see which contracts require a Form FHWA 1391.

2) Type at internet web browser--

http://www.tn.gov/tdot/civil-rights/affirmative_action/

Select-[TDOT Civil Rights Office - Tennessee Department of Transportation](#)

Select Affirmative Action tab on (left side of screen)

Under Reporting Requirements-Select FHWA 1391 Annual EEO report (it will open in Microsoft Excel format)

To Complete Form FHWA 1391-do the following

- Box 1-Select Contractor or Subcontractor
- Box 2-Type in Company Name
- Box 3-Type in contract number listed on the letter
- Box 4-Type in the dollar amount
- Box 5-Type in County Project location

Section A-Complete the number of employees who worked in each job classification.

Note-Employees can only be counted on one contract; even if they worked on multiple projects during the last week of July. Choose which project to include employee on.

- Box 8-Type in Name (it will be sufficient as your signature)
- Box 9-Type in Date

Save File in Excel format attach it to an email and send to AA.CC@TN.gov. The reports are due back no later than August 15 of the current year.

Note-All prime and subcontractors' who do not submit a Form FHWA 1391 for each of the contracts listed on the letter current estimates may be withheld.